



**COUNTY OF SAN DIEGO**

Great Government Through the General Management System – Quality, Timeliness, Value

**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**ASSISTANT CHIEF ADMINISTRATIVE OFFICER**

**Class No. 002206**

**■ CLASSIFICATION PURPOSE**

To assist the Chief Administrative Officer in the administration and coordination of County-wide strategic planning, administration and intergovernmental affairs; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

This is a one-position executive management class reporting directly to the Chief Administrative Officer. The incumbent assists the Chief Administrative Officer in providing overall strategic and administrative leadership and supervision of County business and to perform functions assigned by the Board of Supervisors.

**■ FUNCTIONS**

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Assists the Chief Administrative Officer in the direction and coordination of strategic planning development, and implementation.
2. Directs organizational and procedural studies and the preparation of recommendations.
3. Consults with and advises County department heads and Deputy Chief Administrative Officers on administrative policy, organization, and procedures.
4. Prepares reports and correspondence.
5. Works with and advises the Board and Chief Administrative Officer on strategic planning for revenue accrual, legislative advocacy and governmental communications.
6. Develops policy recommendations or options for the Board of Supervisors in conjunction with County-contracted lobbyists, elected and appointed governmental officials, and civic and industry leaders on major intergovernmental issues and strategies.
7. Reviews new/revised Federal and State laws, codes regulations and/or other legislation.
8. Establishes goals, objectives and strategies for the office.
9. Directs the preparation of Board agendas.
10. Administers the preparation of lobbyists' contracts.
11. Reviews applications for grants.
12. Acts as a liaison with other public agencies and provides information to County departments, the public, and agency representatives on departmental activities.
13. Supervises subordinate staff.
14. Represents the Chief Administrative Officer in the absence of or at the direction of the Chief Administrative Officer.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Policy/procedure development and implementation related to County-wide programs, activities, and operations.
- Federal and State legislative processes as related to local government and of funding practices of State and Federal agencies providing revenue sources.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Principles and practices of supervision and training.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Assist in providing overall administrative leadership, supervision, and control over a local governmental entity providing a wide variety of health, social and safety protection services to the public.
- Assist in directing the preparation, review, presentation, and control of all County and Special District budgets.
- Provide decision-making and program support to a local government's legislative authority.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on County-wide activities, functions, and issues.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND, five (5) years management experience within a large entity to include public administration, human resource management and fiscal management. Experience must have included responsibility as a manager of a large company, or a large division within a company; or have served as a general manager for a public agency, or a department/division within a large public agency, overseeing multi-functional operations. A graduate degree in a related field is highly desirable.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: May 6, 1997**  
**Reviewed: April 2004**

---

Assistant Chief Administrative Officer (Class No. 002206)

Union Code: EM

Variable Entry: Y